10 Things You Should Know About Me…

***Directions***: As we embark on our journey to long term group projects second semester, it is important to consider one’s choices in forming a compatible and responsible group and to know one’s classmates. It is also important to consider one’s own strengths and qualities and what one has to offer. To help with this endeavor and to learn a tiny bit about classmates, each student will put together a presentation to include an 8 1/2x11 fact sheet of “10 Things You Should Know About Me”. Students may use Power Points, photos or posters to create visuals to present along with the 10 facts, but the published piece will be on 8/12 x 11 paper, in ink and decorated accordingly.

Items to Consider:

* Strengths and skills (computer skills, creativity, etc.)
* Commitments (sports, family, work)
* Hobbies
* Likes and dislikes
* Special Qualities
* Parts of your life that impact you, family situation, etc.
* Anything else that makes up “you”

How to Write About Yourself

*Excerpts from* [Cheryl Craigie](http://writetodone.com/author/cheryl/)

“So, tell me a little about yourself …”

Don’t cha just hate it when someone says that to you? Where do you even begin?

But there’s something even worse.

And that’s when someone asks you to *write* something about yourself.

Do you feel the panic setting in? If so, you’re just like most of us.

At some point in your life you’re either going to *have*to do it—for a job perhaps—or you will *choose* to do it—for a memoir, essay or blog post.

Here are a few things to consider:

Know your boundaries

If you are going to write about yourself, particularly online, expect that whatever your write will be shared well beyond your intended audience and that it will be around forever.

If you don’t want a prospective employer—or your mother—to read or otherwise find out about it, don’t write about it.

Seems simple, doesn’t it?

But we all know someone who did or said something that he really wished wasn’t “out there”.

So be careful about what – and how much – you choose to share.

Be honest

All of us have probably been tempted, at one time or another, to stretch the truth a bit—perhaps to pad a twitter post or to otherwise exercise some creative license—when  it comes to sharing some of our life experiences.

Don’t.

Not only is this wrong on many different levels, but it’s also hard to remember something that’s less than the truth.

Unless you eventually “fess up” or someone “outs” you, you’ll be carrying around the burden of that lie for the rest of your life.

Just be you—people respond to authenticity

Nowadays, it’s simply too easy to verify facts. Why risk it?

Determine your audience

As with any writing assignment, you need to know who you’re writing for, so do your homework.

Having a good understanding of your audience will help you to adopt the appropriate tone of voice. Is a more formal tone best (for a prospective employer) or is a casual, friendly tone a better choice (for a blog post or classmates)?

In other words, while the information you choose to share about yourself may be the same, how you convey that information will change significantly depending on your audience.

Be strategic

Now that you know who you’re writing for and the tone you will be adopting, you need to determine the 3 or 4 key message points.

First impressions matter

It takes only 30 seconds for people to form an impression.

Share with confidence, not arrogance.

Bring energy and enthusiasm to your writing, but don’t over-sell.

If you’re not sure that you have achieved the right balance, ask a friend or mentor to read what you’ve written.

Final thoughts

If you’re still having difficulty and don’t know how to write about yourself, try writing about yourself in the third person. Then go back and revise it.